



Sick Leave Conversion Refusal

Name: _____

Department: _____

Division/Section: _____

This form is to be used by employees who do not wish to have their sick leave hours converted to annual leave through the Incentive Days policy.

Check here: ☐ I do not wish to convert sick leave hours to annual leave hours.

Employee Signature

Date

Department Director's Signature

Date

Please forward completed form to the Office of Employee Services, Administration Building, Room 430 by **January 5th**.